

2/2010

TOWN OF CAMP VERDE



Appearance Standards Sign Review

APPLICATION

2/2010

CASE

NO. _____

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT

473 S. MAIN STREET, SUITE 108
CAMP VERDE, ARIZONA 86322
(928) 567-8513 • FAX (928) 567-7401

Project

No. _____

APPLICATION FOR APPEARANCE STANDARDS SIGNS

FEE: Current Fee Schedule

APPLICATION DATE _____ TAKEN BY _____

ASSESSOR'S PARCEL NO. _____ FEES _____

PRESENT ZONING _____ HEARING DATE _____

REQUEST:

OWNER _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

If the applicant is not the property owner, the owner shall complete and sign the following statement. I hereby authorize

_____ to act as my agent in the application.

Name of Agent

AGENT _____ PHONE _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

CONTACT PERSON _____

I hereby file the above request and declare that all information submitted is true and correct to the best of my knowledge and belief. I further acknowledge that any omission of information or any error in my application may be cause for delay in it's normal scheduling.

TOWN OF CAMP VERDE
COMMUNITY DEVELOPMENT DEPARTMENT
PLOT PLAN SKETCH

Show lot/parcel lines and dimensions, adjacent streets and alleys, front of property, driveway, location of all proposed and existing buildings including dimensions, all building setbacks and distances between buildings, location of septic tank and leach lines, locations of incoming water yard lines and meter, electric yard line and meter, gas lines and tanks, any terrain features that affect placements, location and dimensions of easements and any washes, creeks or ditches within 20 feet of the property.

PERMIT #	ASSESSOR'S PARCEL #	ADDRESS

I/we certify that the proposed construction will conform to the dimensions and uses shown and that no changes will be made without first obtaining approval. All structures (including fences, walls and pads, correct setback distances, legal access and easements, cuts, fills, drainage and any water course on or adjacent to the property within 20 feet of any proposed or existing structure has been indicated.



INDICATE
NORTH

Scale: _____

Approved By: _____

Date: _____

Signature of Owner or Authorized Representative

Date

Purpose

The Town of Camp Verde's Appearance Standard process is intended to provide an aesthetic direction for continuing development within town boundaries in order to help preserve the western rural appearance and small town sense of place described in the Town's General Plan. To further this purpose, the Town, through the Planning Staff, will review and act upon all signage.

APPLICATION CHECKLIST

Applications will only be accepted once staff reviews the application for completeness. The following materials must be included for application submittal:

- ☐ Completed Application Form
- ☐ Directions to Property Form: driving directions to subject property are required.
- ☐ Sight Plan: Indicate where on the building the proposed sign is to be located. If the sign is a pole or monument sign, indicate on the site plan where the sign will be located in relation to the right-of-way and other buildings and driveways.
- ☐ Color Photo or Graphic of proposed sign. Color photos of materials to be used.
- ☐ If adding an additional wall sign, list and provide color photos of all other signs on property with dimensions. In addition list current signs which have lighting, and weather or not the signs are internally lit or externally lit.
- ☐ **All Commercial signage must be installed by a licensed contractor.**

NOTE: In addition to this application, a completed "Sign Permit" application will need to be submitted along with the "Appearance Standard Application."

If the proposed sign is a pole sign or monument sign, a "Footing" application will be required. If the sign is to be illuminated, an "Electrical" application will also be required.

Refer to Section 118, Sign Regulations & Section 120, Outdoor Lighting, for any other regulation that may pertain to signage.

To reference sections of the Planning & Zoning Ordinance, please use the following:

Go to our website: cvaz.org

Once on our site, there is a blue menu on the left. Fifth from the bottom is "Planning & Zoning". Place your cursor on the words "Planning & Zoning" and a sub-menu will appear.

Click on the sub-menu item "Planning & Zoning Ordinances"

Our Ordinances will appear by "Section". Click on the sections referenced in this document to obtain further information.

FLOW CHART FOR APPEARANCE STANDARDS SIGN REVIEW

Process only moves forward when we receive a complete submittal

